

# Enrolment Policy

## Section 1 - Purpose

(1) QUT is committed to providing clear information to enable students to manage their enrolment programs and to comply with course requirements.

## Section 2 - Application

(2) This Policy applies to domestic and international students, postgraduate and undergraduate students and award and non-award study.

## Section 3 - Roles and Responsibilities

Position	Responsibility
University Academic Board	Approves course requirements at the time of establishment of the course.
Faculty Academic Boards	Change course requirements in accordance with the <a href="#">Curriculum Design, Approval and Accreditation Policy</a> .
Vice-President (Administration) and University Registrar	Designates the teaching periods in which programs of study or instruction may be offered and approves key dates (including start, end and census dates) for those teaching periods. Amends or rejects an enrolment program that does not conform with University requirements (may be delegated). Approves late withdrawal without penalty (may be delegated). Approves enrolment procedures.
Director, Student Administration	Manages the enrolment process, including prescribing the manner of submitting and amending an enrolment program.
Course Coordinators	Approve enrolment program changes ( <a href="#">Academic Leadership Roles in Teaching and Learning Policy</a> ).
Unit Coordinators	May waive requisite requirements for a particular unit ( <a href="#">Academic Leadership Roles in Teaching and Learning Policy</a> ).
All students	Provide information to the university including statistical information, a current email address and a mailing address. Submit an appropriate enrolment program (for award courses, this must be consistent with course requirements) by the applicable closing date. If necessary, amend the enrolment program by the relevant date for the teaching period. Rectify discrepancies with the enrolment program when advised to do so by the university. Apply for a <a href="#">Leave of Absence</a> if not enrolling in a teaching period.
International students	Must also comply with any requirements for enrolment or study at the university specified in the <a href="#">Education Services for Overseas Students Act 2000</a> (Cth), including, but not limited to: 1. requirements relating to attendance type or mode; and 2. conditions for enrolment programs and progress through an award course; and 3. conditions relating to leave of absence.

# Section 4 - Enrolment

## Submitting an Enrolment

(3) Students should enrol in all available teaching periods and must enrol in individual teaching periods by the applicable closing date. Commencing students must submit an enrolment after receiving an offer of a place from QUT. Enrolment must be in accordance with the offers of admission in the [Admission of Students Policy](#).

(4) Students who fail to enrol or re-enrol lose their place in the award course.

## Nominating an Enrolment Program

(5) When nominating an enrolment program for a teaching period, students should be familiar with course requirements and general enrolment program requirements. Students are responsible for rectifying any discrepancies with their enrolment program.

## Maximum and Minimum Program Load

(6) Course requirements may specify the maximum number of credit points for full-time enrolment and/or the minimum number of credit points for part-time enrolment. Student enrolment must normally fall within the parameters specified in course requirements except with the approval of the Course Coordinator.

(7) The total currently enrolled study load at any given point should not exceed 60 credit points without approval of the Course Coordinator.

(8) Part-time students are normally expected to undertake 50 per cent of the standard credit points for the full-time course. All students should enrol in at least 25 per cent of the standard credit points for the full-time course. In undertaking a reduced enrolment load, students must not breach the maximum time limits for completing an award course in the [Time Limits for Completion of an Award Course Policy](#).

## Concurrent Enrolment

(9) Concurrent enrolment in two or more QUT courses is permitted except where:

- a. the total currently enrolled study load at any given point exceeds 60 credit points, in which case the approval of the course coordinator of each course is required; or
- b. one course is a double degree and the other is a single degree that is a component of the double.

## Unit Enrolment

(10) Students must ensure that they satisfy the conditions for enrolling in a unit, including unit requisite requirements and assumed knowledge.

(11) Where a prerequisite unit is indicated a student must have achieved a passing grade in the prerequisite unit before enrolment in the specified unit.

(12) Where a corequisite unit is indicated a student may enrol in the specified unit only if:

- a. the student also enrolls in the corequisite unit at the same time; or
- b. the student has previously achieved a passing grade in the corequisite unit.

(13) A student must not enrol in the specified unit if the student has achieved a passing grade in an equivalent or incompatible unit. An equivalent or incompatible unit means a unit in which the subject matter or the body of learning

is substantially similar to that included in the specified unit.

(14) A Unit Coordinator may permit a student to enrol in a specified unit without having satisfied the conditions above if the Unit Coordinator is satisfied that the student has demonstrated sufficient knowledge to undertake the unit.

## Section 5 - Conditions of Probationary Enrolment

(15) A student is placed on probationary enrolment for a period of six months. While on probationary enrolment, a student must:

- a. consult the Course Coordinator about their enrolment program; and
- b. if the Course Coordinator specifies an enrolment program, submit the enrolment program as specified.

(16) If a student on probationary enrolment cancels their enrolment in the program of study but is subsequently re-admitted by the Vice-President (Administration) and University Registrar to the same or a replacement program of study, the Vice-President (Administration) and University Registrar upon re-admission:

- a. must place the student on probationary enrolment for the first teaching period of enrolment; and
- b. may require the student to submit an enrolment program specified by the Course Coordinator.

## Section 6 - Right of the University to Amend Enrolment Program

(17) The Vice-President (Administration) and University Registrar may amend an enrolment program, after consultation with the course coordinator, if any of the following conditions exist:

- a. the student has not complied with minimum or maximum load requirements;
- b. the student has not complied with other course requirements;
- c. the student cannot attend classes or meet other unit requirements due to timetable incompatibility; and
- d. the student has not complied with any conditions of probationary enrolment imposed by the University.

(18) Addition or withdrawal of units may be deemed by the Vice-President (Administration) and University Registrar to change a student's attendance type or mode.

## Section 7 - Support for Specific Categories of Students

(19) Where possible, the University will provide support for specified categories of students whose external commitments may impact on their academic performance. Current categories are students involved in the [elite athlete program](#) or [defence reservists](#). Information of the support provided is available on the [HiQ website - Special circumstances](#) (QUT staff and student access only).

## Section 8 - Changing Enrolment

(20) Students may amend their enrolment program in accordance with the published deadlines for [Unit Addition and Withdrawal Table](#).

## Adding and Substituting Units

(21) A student may add a unit to their enrolment program in a teaching period if:

- a. the unit is added by the addition date published on the University [Key Dates and Academic Calendar](#) (QUT staff and student access only); or
- b. where the student proposes to add the unit after the addition date published on the University [Key Dates](#) (QUT staff and student access only):
  - i. the student pays the [Administrative Charges](#) (QUT staff and student access only) specified in the University's study costs;
  - ii. the Unit Coordinator agrees to the addition of the unit; and
  - iii. the Vice-President (Administration) and University Registrar is satisfied that the student has demonstrated that exceptional circumstances for addition of the unit exist.

## Withdrawing from Units

(22) Students may withdraw from units prior to the deadline published on the University [Key Dates and Academic Calendar](#) (QUT staff and student access only). A status of "withdrawn" is recorded against the units concerned. A "withdrawn" unit is not included in the calculation of the student's grade point average (GPA) and does not appear on the student's official academic record, except for research courses with time based study.

(23) If the withdrawal occurs after the published deadline then a status of "withdrawn failure" will be assigned to the unit. A student can request a late withdrawal without this being recorded as a failure if they can demonstrate that exceptional circumstances exist. A "withdrawn failure" is indicated as a K Grade and is equivalent to a Grade of 1. The K - Withdrawn Failure will appear on the student's official academic record and be included in the calculation of a student's GPA ([QUT grading](#)).

## Changing Enrolment

(24) Students may amend their enrolment program in accordance with the published deadlines for adding or withdrawing from units.

## Change of Study Mode/Change of Attendance Type

(25) Students who wish to change study mode or attendance type may require faculty approval. Applications would not normally be accepted in the first teaching period of enrolment (refer to the [Admission of Students Policy](#)). Applications for change of mode will not normally be accepted after the published census date for the teaching period. Definitions of a full-time or part-time, and study mode, are below in Definitions.

# Section 9 - Leave of Absence

(26) Refer to the [Leave of Absence Policy](#).

# Section 10 - Cancelling Enrolment

(27) Students may cancel their enrolment in a course at any time online through HiQ or by notifying the Student Administration Department in writing. If cancellation occurs after the published withdrawal date for the relevant teaching period, then fail grades may be assigned unless the student demonstrates that exceptional circumstances exist.

## Section 11 - Consequences of Cancelling Enrolment

(28) When a student cancels their enrolment:

- a. they are deemed to have withdrawn from enrolment in all units in their enrolment program;
- b. will lose their place in the award course and must apply for readmission should they wish to return to the same course ([Admission of Students Policy](#)) if they do not take a leave of absence;
- c. may not be able to return to the version of the course they were enrolled in prior to cancellation and may be required to return to a new version or replacement course for professional accreditation or recognition requirements;
- d. may have their enrolment program impacted by professional accreditation or recognition requirements associated with their course of study if they return; and
- e. may not receive recognition for all units completed previously when returning.

## Section 12 - Non-Award Enrolment

(29) Non-award students are generally subject to this Policy.

(30) Where a student is excluded from an award course at QUT, the student is not permitted to enrol as a non-award student in any unit of that course.

(31) For admission of non-award students refer to the [Admission of Students Policy](#).

## Section 13 - International Student Enrolment

(32) International students holding a student visa must enrol in a program of study, which ensures completion within the timeframe specified within their electronic Confirmation of Enrolment (eCoE). QUT is required to monitor the study load of international students in accordance with Australian Government requirements and advise the Australian Government where an international student does not meet these requirements. For further details refer to [HiQ Website and Digital Workplace](#) (QUT staff and student access only).

(33) International students attending QUT who achieve permanent residency during their course are permitted to proceed with their studies as quota students provided that they are not subject to probationary enrolment or exclusion and that they meet all normal enrolment requirements. Students who do not satisfy these provisions will be required to compete for a quota place ([Admission of Students Policy](#), provides information on admission criteria). Students who receive their permanent residency approval after the census date for the relevant unit of study will be required to pay the full international tuition fee for that teaching period.

## Section 14 - Review

(34) A student may seek review of any decision made under this Policy under [Review of Academic Rulings Policy](#); except where enrolment has been amended to comply with the conditions of probationary enrolment or as a result of a student misconduct penalty.

## Section 15 - Definitions

Term	Definition
Award Course	Means a program of study leading to the award of a degree, diploma or certificate accredited by QUT's <a href="#">Award Courses Policy</a> .
Cancellation of Enrolment	Means that a student has discontinued an award course or a program of non-award studies.
Course Requirement	Refers to the specific requirements for completing an award course and are approved by University Academic Board in accordance with the <a href="#">Award Courses Policy</a> . Requirements may include: <ol style="list-style-type: none"> <li>1. a specified sequence of units;</li> <li>2. conditions for enrolling in or completing particular units (for example, core or designated units);</li> <li>3. conditions for academic progression; and</li> <li>4. attendance type or mode of study.</li> </ol>
Full-Time Enrolment Program	For the teaching period in the case of a student enrolled in an award course, is usually designated to be at least 75 per cent of the number of credit points for a standard enrolment program load for full-time enrolment in that course; or in the case of a student undertaking non-award studies, at least 75 per cent of the number of credit points for a standard enrolment program load designated by the Vice-President (Administration) and University Registrar for that purpose.
Incompatible Unit	Means a unit in which the subject matter or the body of learning is substantially similar to that included in the specified unit.
International Student	Has the same meaning as "overseas student" in the <a href="#">Higher Education Support Act 2003</a> (Cth).
Enrolment	Means the units which define a program of study, the amount and timing of that study and the fees and charges that will be applied.
Non-Award Studies	Means a unit or group of units which a student undertakes at the university other than as part of an award course of QUT ( <a href="#">Non-award Study Policy</a> ).
Part-Time Enrolment Program	Load is normally designated to be less than 75 per cent of the credit points for a standard enrolment program.
Study Mode	Is designated as: <ol style="list-style-type: none"> <li>1. Internal or on Campus: <ol style="list-style-type: none"> <li>1. An internal or on campus study mode is where students engage in a variety of learning activities at QUT campuses, at other locations and through online environments.</li> </ol> </li> <li>2. Online: <ol style="list-style-type: none"> <li>1. An online study mode is where students engage in learning primarily in online environments. In some courses, students may be required to attend events, for instance, a learning intensive, assessment or work placement at a specified location.</li> </ol> </li> </ol>
Teaching Period	Means a designated period of weeks in which the program of study and instruction for a unit or an award course is undertaken.

## Section 16 - Delegations

(35) Refer to [Register of Authorities and Delegations](#) (C111, C112, C113, C114, C116, C117, C118, C133) (QUT staff access only).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	31st May 2021
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<b>Policy Owner</b>	Cindy Meyers Director, Student Administration
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